

**LICENSE RENEWAL INFORMATION
FOR INDIVIDUAL LICENSES/CERTIFICATES**

Date: February 1, 2006

TO: Agricultural Pest Control Advisers, Pest Control Dealer Designated Agents, Qualified Applicator Licensees, Qualified Applicator Certificate Holders, and Pest Control Aircraft Pilots

FROM: Department of Pesticide Regulation
Licensing and Certification Program

SUBJECT: License and Certificate Renewal Information

The Department of Pesticide Regulation (DPR) mails license and certificate renewal packets in September to those individuals whose licenses or certificates whose expire on December 31 of the then current year:

- If your last name begins with **A - L**, the expiration date of the license or certificate is on **even-numbered** years, i.e., 2006, 2008, 2010, etc.
- If your last name begins with **M - Z**, the expiration date of the license or certificate is on **odd-numbered** years, i.e., 2007, 2009, 2011, etc.

The renewal packet contains all of the required documents, specific continuing education (CE) hours, fees, etc. needed to renew your license or certificate. Also included in the renewal packets will be "**What You Need to Know About Renewing Your License or Certificate**" ([Q&As](#)) that answers some of the most common questions about the renewal process and requirements. The [Q&As](#) are also available on our website at www.cdpr.ca.gov. Click the Licensing and Certification tab and you will find it under "Publications and Outreach Materials".

Please **do not send** renewal forms or fees prior to receiving your renewal packet in the mail. If you do not receive your individual renewal packet by the end of September, please contact DPR immediately.

As licenses and certificates are renewed, the DPR website "List of Persons and Businesses with Valid Licenses" is updated to reflect changes and new expiration dates.

The following information is being provided to give you a head start in compiling the documents and fees you need to renew your license or certificate this year.

Licensing & Certification Fees

Renewal fees are listed below by license and certificate type. Please add the late fee to the 2-year fee if your renewal application is postmarked after December 31 of the year your license or certificate expires.

License or Certificate Type	2-Year Fee	Late Fee
Agricultural Pest Control Adviser License	\$140	\$70
Pest Control Aircraft Pilot Certificate	\$90	\$45
Pest Control Dealer Designated Agent License	\$50	\$25
Qualified Applicator License	\$120	\$60
Qualified Applicator Certificate	\$60	\$30

Preparation for Renewal:

- **Renewal Application** - Do not send your renewal application and fees until you receive the DPR renewal packet sent to you in September. The packet contains your specific individual information, such as renewal application, fees and continuing education requirements for all licenses and certificates you currently hold.
- **Medical Certificate** - Pilots must submit a copy of their valid medical certificate. If a medical certificate is not submitted with the renewal application, the new card (certificate) will be issued with a "no medical" statement.
- **Name/Address Changes** - Notify DPR immediately of any changes in your address or name.
- **Continuing Education** - DPR does not track CE hours but may audit CE records. DPR-approved continuing education must be obtained during the valid period of your license or certificate. Obtain a certificate of completion from the instructor or sponsoring organization for your records. If you do not obtain the required CE hours prior to December 31 of the year your license or certificate expires, you will have to apply for a new license or certificate and take the required examinations.

To renew, you must obtain the required CE hours in Laws and Regulations, and the total hours based on your license type and pest control category(ies) that you possess. Pilots must obtain additional hours in aerial pest control application and techniques. If you are renewing multiple licenses or certificates, you must only obtain sufficient hours to meet the license or certificate with the highest CE requirements. Information regarding specific requirements for each license or certificate is available on the DPR website at: <http://www.cdpr.ca.gov/docs/license/lictypes.htm>.

Don't wait until the last month to take continuing education classes, as they may not be available. If you need to take additional classes, see the DPR web site for a list of approved CE classes at: www.cdpr.ca.gov/docs/license/classes.htm. Any extra hours cannot be carried over into the next valid period. Classes not approved by DPR prior to the date of the class will not be accepted as CE.

Completing Your Renewal Packet

- **Renewal Application** - Complete the renewal application in full and provide all of the requested information. Attach the original completed list of your CE courses and hours. Only one renewal application is required if you hold multiple licenses and/or certificates and are listed on the renewal application.
- **Renewal Fees** - Verify that you are submitting the correct renewal fees. Make checks payable to "Cashier, DPR". DPR also accepts Visa, Mastercard and money orders. A Visa/Mastercard Transaction form will be enclosed in your packet. **All fees submitted are non-transferable and non-refundable.**
- **Signature** - Sign and date the renewal form.
- **Renewal Date and Late Fee** - Enclose the original renewal documents and appropriate fees in the pre-addressed envelope provided in the renewal packet. Please have your renewal postmarked on or before December 31 or the late fee will apply. Keep a copy of the completed renewal packet for your records.

For additional detailed information, or if you do not receive a renewal packet, see DPR's web site at www.cdpr.ca.gov/docs/license/lictypes.htm or call the Licensing & Certification Program at (916) 445-4038.